

# FOCI DATA SHEET

COMPANY NAME: \_\_\_\_\_

*Documents common to ALL business structures:*

- ✓ SF-328, CERTIFICATE PERTAINING TO FOREIGN INTEREST \_\_\_\_\_
- ✓ OWNERS, OFFICERS, DIRECTORS, AND EXECUTIVE PERSONNEL (OODEP) Form \_\_\_\_\_
- ✓ REPRESENTATIVE FOR FOREIGN INTEREST (RFI) Statement *(if applicable)* \_\_\_\_\_
- ✓ Internet Web Site and/or E-mail Address *(if applicable)* \_\_\_\_\_

*Additional documents required from PUBLICLY TRADED CORPORATIONS:*

- ✓ Articles Of Incorporation \_\_\_\_\_
- ✓ SEC 10K Report \_\_\_\_\_
- ✓ Proxy Statement \_\_\_\_\_
- ✓ SEC Schedules 13D & 13G \_\_\_\_\_
- ✓ Corporate By-Laws \_\_\_\_\_
- ✓ IRS Form 5471 \_\_\_\_\_
- ✓ Annual Report With Financial Information \_\_\_\_\_

*Additional documents required from PRIVATELY OWNED CORPORATIONS:*

- ✓ Articles of Incorporation \_\_\_\_\_
- ✓ Corporate By-Laws \_\_\_\_\_
- ✓ IRS Form 5471 *(if applicable)* \_\_\_\_\_
- ✓ Latest Annual Report With Financial Information **OR** Audited Financial Information  
(If unaudited, submit a certification attesting to the unavailability of audited information) \_\_\_\_\_

*Additional documents required from PARTNERSHIPS:*

- ✓ Partnership Agreement \_\_\_\_\_
- ✓ SEC 10K Report \_\_\_\_\_
- ✓ Proxy Statement \_\_\_\_\_
- ✓ SEC Schedules 13D & 13G \_\_\_\_\_
- ✓ IRS Forms 5471 & 1065 \_\_\_\_\_
- ✓ Most Current Board Meeting Minutes Identifying Executive Appointments/Changes \_\_\_\_\_
- ✓ Latest Annual Report With Financial Information **OR** Audited Financial Information  
(If unaudited, submit a certification attesting to the unavailability of audited information) \_\_\_\_\_

*Additional documents required from PROPRIETORSHIPS:*

- ✓ Tax ID Number/State Registration Certificate \_\_\_\_\_
- ✓ IRS Form 1040 \_\_\_\_\_
- ✓ Annual Report **OR** Audited Financial Information For Most Recent Fiscal Year  
(If audited report is not available, CFO/Treasurer must sign and date the financial statement certifying that it is current and correct) \_\_\_\_\_
- ✓ Spousal Information **IF** Community Property State (AZ, CA, ID, LA, NV, NM, TX, WA, WI)  
(If proprietor is single, please so state.) \_\_\_\_\_

*Additional documents required from LIMITED LIABILITY COMPANY:*

- ✓ Certificate Of Organization \_\_\_\_\_
- ✓ Operating Agreement \_\_\_\_\_
- ✓ Audited Financial Information For Most Recent Fiscal Year  
(If unaudited, the CFO/Treasurer must sign and date the financial statement certifying that it is current and correct) \_\_\_\_\_

*Additional documents required from COLLEGES/UNIVERSITIES*

- ✓ University Charter \_\_\_\_\_
- ✓ Latest Annual Report \_\_\_\_\_
- ✓ Most Current Board Meeting Minutes Identifying Executive Appointments/Changes \_\_\_\_\_